

*Personnel 7*

FOIAb3b

[REDACTED] Chief, Processing Branch, D/GL

3 July 1958

SA to Ch/G/RR

Cataloger Job Description

1. I think this draft should be quite adequate. Please feel free to recast or further edit the few changes I have made in your original.

2. The job description should now be forwarded to St/A, with a covering memorandum from [REDACTED] requesting that the Office of Personnel upgrade the positions from GS-7 to GS-9. The memorandum should state the slot numbers involved, the fact that a discrepancy exists between the grades of cataloger positions in OCR and D/GL, and the fact that a review has shown there are to be no differences in the levels of difficulty and responsibility involved. The attached job description should be referred to as a proposal to be used in revision of the current, outmoded job description for the cataloger position.

FOIAb3b

[REDACTED]

FOIAb3b

Ch/G/RR [REDACTED] mak/2800